

INVESTING IN ARTISTS 2023 SUBMITTABLE QUICK TIPS

- You must create a free Submittable account or sign in with your Google or Facebook credentials to submit a <u>Investing in Artists</u> grant application.
- You can <u>save a draft</u> of your work if you would like to finish the application at a later date.
- CCI has enabled the submitter collaboration tool, which enables groups of applicants to
 work together on collective applications. For information about how to utilize this tool,
 visit Submittable's knowledge base here.
- If you need to make changes to your application after it has been submitted, send a request to CCI to edit the submission. We are generally able to accommodate these requests during the open application period. If, however, the review process has already started, we cannot open your submission for editing.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
 - ✓ You can download Firefox by following the instructions linked here.
 - ✓ You can download Chrome by following the instructions linked here.
- All applicants will be notified by email regarding their application status. Please be sure
 to <u>enable</u> notification emails from Submittable and check the email you used to sign up
 for your Submittable Account regularly.
- Visit Submittable's <u>Help Center</u> for answers to frequently asked questions.
- If you need technical assistance (e.g. password or upload issues), request support at: https://www.submittable.com/help/submitter/ (located at bottom of page).
 Submittable's business hours are 9 am 5 pm MT. They aim to respond within 24 business hours.